Services Summary

(Please limit responses to one word or short phrases. This information will be used in the compilation of a statewide master chart for parents and local school districts/PSAs.)

Name	**Professional Training Concepts, Educational Services or PTC, Consulting**
City and County	**All Michigan Schools**
Proposed location of service delivery	**Present site locations: (call 269.473.3930 for the nearest site) Berrien Springs, Benton Harbor, Covert, Kalamazoo, Flint, Muskegon.**
If service delivery is not at the student's school, is transportation provided, and if yes, is there a separate fee? (Note: Districts are not required to provide or pay for transportation.)	**No**
Services period start and end date for 2002-03	**October 2002-May 15, 2003**
Type of certification/qualification of instructors	**Elementary Professional Continuing 30 hr Certificate: K-8 all subjects, 9th science**
Individual or small group (maximum # in small group)	**6 students maximum per 1 Literacy Coach/Mentor**
Length of each tutoring session	**30 mins-1 hour**
Number of sessions per week	**3 hours recommended**
Cost per session	**$15.00 per half hour**
Grade levels served	**K-12th grade**
Tutoring available in Reading and/or Math	**Yes**
Title of tutoring curriculum/program utilized	**PTC Student Mentorship Program**
Evidence of program effectiveness	**Yearly evaluation outcomes and student proficiency exams.**
Specifics of reporting to district, parents, and teacher(s) (format, frequency, method of communication)	**Weekly Mentor Reports Quarterly Teacher Responses 4 Progress reports to Parents each year 4 Report card reports to Parents each year**
Description of services available to diverse populations (i.e., special needs, specific languages)	**For the past 11 years, PTC philosophies and methodologies have worked in collaboration with Title I, At-risk programs, Special Education, and the Local School Improvement Program to provide educational and family life supplemental services for students and their parents.**
Other information:	**PTC Best Practice Criterion and Partnership Initiative**